

E – Travel News

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UTS

Audit Request Information Packages:

Monthly, all units will receive a **UTS Audit Request Information Package** containing four reports. These reports list members who have been sent audit requests. (1) The first report lists those members who have been sent three audit requests with an action date when PSC will adjust the claim for the monies in question if no response is received. If a member listed on the report has transferred, please notify the member's new unit immediately. (2) The second report lists members who have been sent two audit requests. (3) The third audit report lists members who have been sent the first request. (4) The fourth report will be the "UTS Monthly Audit Error Report" for the unit. This report shows claims submitted by the unit that were audited during the past 45 days. This will include the AO's name, traveler's name, TONO, travel dates, percentage of correct claims and the value of the errors found by the audit. The error information is being provided to the unit for possible training topics and improving UTS claim submission accuracy.

Accounting String Errors:

Members and AOs sometimes have difficulty when entering an accounting string to travel claims. Note that if the system indicates the string is not valid or must be revalidated, please **DELETE THE FIRST ACCOUNTING STRING AND COMPLETELY REENTER**. Do not leave the old accounting string in place. To do so causes a double/triple accounting string to appear in the programming and will not allow it to be processed. Claims received through UTS with multiple accounting strings require manual intervention and significantly delay claim processing. In most cases, the member will have to resubmit the claim for payment.

Travel Related Reimbursable Expenses:

When completing a 1351-2 or 1164 travel claim, and using the drop down box for reimbursables, please **do not** substitute another selection for an item that is not present. Instead, submit claim manually for processing. E-mail customer service recommending a selection be added to the listing. PSC continually validates these items to ensure they are current and ALL inclusive.

PCS time is around the corner:

DO NOT SUBMIT PCS CLAIMS VIA UTS. UTS is not set up to process PCS claims. If a PCS claim is submitted through UTS it will be deleted. An E-mail will be sent to the member requesting that the travel packet be mailed to PSC for processing. Remember, all 14 (GTA), 17 (duty moves), and 33 (operational) TONOs must be submitted to FINCEN for processing.

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****Updates & Reminders:**

*Previously we mentioned that split disbursement would be available in the near future. FINCEN is fully testing this option for a future release to ensure it is completely functional. PSC will keep units updated.

Manual Claim Submission:

*To those members who find they can't submit claims through UTS for whatever reason: When submitting manual claims to PSC for processing, please include in the packet: the original 1351-2 with original signatures by the member and AO, original orders and amendments with original signatures or certification of original with an original signature, and receipts. This will allow PSC to process the claim without returning it to the member for corrections.

Audit Note:

*Computer generated random audits are done on approximately 15% of the UTS claims received by PSC. This includes a mandatory audit of all claims over \$2,500 in total entitlements. Please respond when you receive these audit requests. Submission of the documentation requested is important to ensure accuracy of the system and meet GAO requirements. Failure to submit a requested audit package will result in travel payment being recouped. Do not submit any package until it is requested.

Be sure to check these sites for updated information:

Travel Web Page:

<http://www.uscg.mil/hq/psc/utsfaq.shtm>

Here is where you can find other issues of the UTS E-Travel News:

<http://www.uscg.mil/hq/psc/uts/index.htm>

Share this important information with all of your travelers in your unit/area so they can stay informed of important UTS changes and improvements. Please use our Customer Service trouble ticket at <http://www.uscg.mil/hq/psc/customerservice.htm> to submit suggestions for improvements or changes or to request assistance with using UTS.

Coming next month: UTS Online Training...